

Chief Executive Office

CAREER TRANSFER OPPORTUNITY



RESTRICTED TO PERMANENT EMPLOYEES OF LOS ANGELES COUNTY

SENIOR TYPIST CLERK

(Immediate opening in the Service Integration Branch/Office of Child Care)

The Chief Executive Office is seeking a highly motivated and well-qualified individual for the position of Senior Typist-Clerk in the Service Integration Branch Office of Child Care (OCC). The OCC is currently administering an innovative child care quality rating and improvement system and is in need of excellent clerical support. This is an opportunity to join a team that is collaborative, hard-working, and focused on providing high quality services.

The successful candidate will report directly to the Chief Program Specialist of the OCC, providing full-time clerical support.

Duties and Responsibilities:

- Communicating with local Community Care Licensing offices regarding the licensing histories of participating programs. This is done electronically.
- Tracking Community Care Licensing responses and provide information to Case Manager.
- Tracking proof of participant insurance.
- Processing Quality Improvement Grants, including compiling and reviewing documents, preparing agreements and securing appropriate sign-offs, tracking grant awards, and reconciling awards and invoices.
- Preparing reports as needed on the status of participant licensing histories and quality improvement grants.
- Creating and maintain hard copy and electronic files.
- Entering data into the OCC database and other electronic systems as needed.
- Providing clerical support to Case Managers and other staff.

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Chief Executive Office – Career Transfer Opportunity

Senior Typist Clerk

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Desirable Experience:

- Excellent customer service skills
- Strong verbal and written communication skills.
- Ability to work in a fast-paced environment
- Strong knowledge of Microsoft Word, Outlook, and Excel.
- Tracking data and preparing reports and spreadsheets.

Position Requirements:

Candidates must currently hold the payroll title of Senior Typist-Clerk or similar classification with the same level and breadth of experience, scope of responsibility and salary schedule.

Who to Contact:

Interested individuals should submit a cover letter and résumé detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Résumés and supporting documents should be received no later than **November 13, 2015**, and sent to:

Chief Executive Office
Human Resources Section
Attention Rowena Hernandez
500 West Temple Street, Room 785
Los Angeles, CA 90012
rhernandez2@ceo.lacounty.gov

Resumes will be reviewed and **only** candidates possessing the most desirable experience candidates will be contacted for an interview.

THIS IS NOT A BULLETIN FOR A CIVIL SERVICE EXAMINATION